

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **August 14, 2018 at 12:00 p.m.** at the **Brown County Central Library, 515 Pine Street, downtown Green Bay, WI**

**PRESENT:** JOHN VAN DYCK, ANNETTE AUBINGER, KAYLA JACOBSON, DAVID RUNNING, STEVE TERRIEN, JOHN VANDER LEEST and MARISSA MELI (via phone)

**EXCUSED:** BOB NIELSEN and HECTOR RODRIGUEZ

**ALSO PRESENT:** Kathy Pletcher; and Curt Beyler, Linda Chosa, Sue Lagerman, and Emily Rogers (staff).

**CALL TO ORDER** President Van Dyck called the meeting to order at 12:00 p.m.

**APPROVE/MODIFY AGENDA AND MINUTES** Motion by Vander Leest, seconded by Jacobson, to approve the minutes. **Motion carried.**

**OPEN SESSION: Discussion and Possible Motion to Convene in Closed Session** Motion by Running, seconded by Terrien, to move into closed session at 12:10 pm. Roll call vote: Aye: Running, Terrien, Vander Leest, Jacobson, Aubinger, and Van Dyck. Nay: None. **Motion carried.**

**Closed session pursuant to Wis. Stat. § 19.85(1)(c)** Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – final interviews of Library Director candidates.

**RECONVENE IN OPEN SESSION:** Approve any action that may have been recommended in Closed Session **Motion** by Running, seconded by Vander Leest, to reconvene in open session at 5:40 pm. Roll call vote: Aye: Running, Terrien, Vander Leest, Jacobson, Aubinger, and Van Dyck. Nay: None. **Motion carried.** **Motion** by Running, seconded by Terrien, to approve offering the Library Director position to recommended finalist. **Motion carried.**

*Staff joined the meeting at 5:45 pm.*

**DISCUSSION AND POSSIBLE ACTION OF REVISED DENMARK HOURS** Rogers distributed a sample hours schedule. Weekends are not feasible at this time. **Motion** by Vander Leest, seconded by Jacobson, to approve the revised Denmark Branch hours as follows:

Monday | Wednesday 3:30 -8 pm

Tuesday | Thursday 3:30 – 6:30 pm

**Motion carried.** Staff overlaps at East Branch and other hours will be spent on school visits and other programs. These hours also give flexibility to conduct offsite programs.

**DISCUSSION AND POSSIBLE ACTION REGARDING DENMARK BRANCH LOCATION** Van Dyck updated that following a meeting with school administrators, library staff, Denmark Village president Greg Mleziva, and the village clerk, he and Greg talked about the school arrangement. If it does not work, Denmark is still interested in keeping a library presence in the village and it might be better if the library is in a more neutral location. It was announced at another meeting that took place last week, in which Troy Streckenbach attended, that Denmark is moving forward with constructing a community center and they would like the library to be a part of that facility. This concept would have to be further defined. The branch currently occupies about 5000 sq. ft. but the thought is the library would not need that much because there would be common (meeting) rooms and bathrooms. The Village would look to the library to run it. The library would not have to bear the utility/operational costs. Denmark is also losing their ADRC. Troy suggested that the library could connect with the ADRC and theoretically provide services. A number of ideas were pitched on how this could be accomplished including using the bookmobile. Vander Leest commented that bookmobile service should stay focused on books and literacy. Van Dyck is looking for the board to commit to Denmark that the library would be part of the community center – with details to be better defined. **Motion** by Jacobson, seconded by Vander Leest to make a commitment to Denmark to discuss possible co-location within the planned community center and to move forward on working out details. **Motion carried.**

**APPROVE JUNE AND JULY FINANCIAL, AND GIFTS, GRANTS AND DONATION REPORTS** Chosa reported that she and Rogers attended the budget meeting with County Administration and the County Executive. There were no suggested changes and only a few questions. Chosa reviewed the monthly financials. **Motion** by Vander Leest, seconded by Running, to approve the June and July financial statements and Gifts, Grants and Donation report as follows:

<b>Brown County Library</b>						
<b>Gifts, Grants &amp; Donations Report</b>						
<b>June 2018</b>						
<b>Gifts &amp; Donations</b>						
6/5/2018'	Radio Madness			441.45		General Donation
6/1/2018'	Brown County Historical Society			8.00		Printing
6/20/2018'	Daniel & Eileen Rogers			50.00		Adult-WH, Anderkay
6/27/2018'	Ruth Klug			250.00		LHG Prog
6/27/2018'	Ruth Frieberg			2,000.00		WR - Play Table
6/1/2018'	Ashwaubenon			29.07		Donation Box
6/1/2018'	Bookmobile					Donation Box
6/1/2018'	East			65.87		Donation Box
6/1/2018'	Weyers/Hilliard			37.80		Donation Box
6/1/2018'	Customer Service					Donation Box
6/1/2018'	Kress			24.63		Donation Box
6/1/2018'	Pulaski			7.01		Donation Box
6/1/2018'	Southwest			21.05		Donation Box
6/1/2018'	Wrightstown					Donation Box
	<b>Total Donations</b>			<b>\$ 2,934.88</b>		
<b>Federal &amp; State Grants</b>						
06/20/18	Nicolet Federated Library System			6,562.50		Collection Development (2/4 pymt)
06/20/18	Nicolet Federated Library System			4,170.00		Ancestry RLS
06/20/18	Nicolet Federated Library System			25,000.00		Tech - Sirsi
06/20/18	Nicolet Federated Library System			7,500.00		Tech - Lorensberg
06/20/18	Nicolet Federated Library System			3,000.00		CE
	<b>Total Grants</b>			<b>\$ 46,232.50</b>		

<b>Brown County Library</b>						
<b>Gifts, Grants &amp; Donations Report</b>						
<b>July 2018</b>						
<b>Gifts &amp; Donations</b>						
7/1/2018'	Friends of the Brown County Library			300.00		Adult SRA Supplies
7/1/2018'	Ashwaubenon			34.61		Donation Box
7/1/2018'	Bookmobile					Donation Box
7/1/2018'	East			39.34		Donation Box
7/1/2018'	Weyers/Hilliard			29.00		Donation Box
7/1/2018'	Customer Service			60.00		Donation Box
7/1/2018'	Kress			49.25		Donation Box
7/1/2018'	Pulaski					Donation Box
7/1/2018'	Southwest			212.13		Donation Box
7/1/2018'	Wrightstown					Donation Box
	<b>Total Donations</b>			<b>\$ 724.33</b>		
<b>Federal &amp; State Grants</b>						
07/01/18	NFLS Grant			7,500.00		2018 RLA Collection
	<b>Total Grants</b>			<b>\$ 7,500.00</b>		

**Motion carried.** Van Dyck asked for brief one-page summary of highlights to be included with future financial reports.

**PRESIDENT'S REPORT** None.

**LIBRARY REPORT** None.

**OTHER BUSINESS** None

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** Vander Leest would like to tour the Local History and Genealogy Department before the next Board meeting in September.

**ADJOURNMENT Motion** by Vander Leest, seconded by Running, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 6:10 pm.

**NEXT REGULAR MEETING:**

September 20, 2018

5:15 p.m.

Central Library

Respectfully submitted,

Sue Lagerman

Recording Secretary